

ATTACHMENT TO THE 2012 CONTRACT FOR CCS SERVICES

A. INTRODUCTION

1. **Comprehensive Community Services (CCS)** will provide individualized treatment in the community for people who have mental health diagnosis or alcohol or substance abuse diagnosis. The main goal will be to help consumers recover from their illness in a way that is meaningful to them. **Case Management** is provided by the Jefferson County Human Service Department. **Supervision** of CCS services is provided by Case Manager and Supervisor of the CCS program. The Provider is to report to and follow the directives of the County Human Services Department (Purchaser) and the County CCS program staff. Services shall be provided as directed in the individual recipient's Recovery Plan.

B. PAYMENT FOR SERVICES

1. The Provider is to submit billing statements to the Purchaser within three days after the
2. month of service, in accordance with County procedures. Payments for authorized services for which statements are received on a timely basis will be made by the fifteenth of the month following the month of service. The rates to be paid by the Purchaser for services provided are as shown on the Contract Summary. It is to be understood that the CCS portion of services provided is included in the rates as shown, unless listed separately.

C. PROVIDER RESPONSIBILITIES

1. The Provider will comply with all reporting and service requirements pertaining to the provision of CCS services, in accordance with Wisconsin Administrative Code HSS 107 and Chapter HFS 36 or as directed by the County.
2. The Provider is to notify the County of changes in client condition or situation, including medical and other pertinent issues, in accordance with County procedures. Within twenty-four hours, the Provider must notify the County of any hospital admission or emergency room visit.
3. The Provider will comply with confidentiality requirements and adhere to all legal rights of the client, in accordance with Wisconsin Administrative Code.
4. The Purchaser is not liable for personal injuries or property damages related to services provided under the contract. The Provider must maintain sufficient insurance coverage for loss due to injury, accident (including auto), or other damages.
5. CCS workers will be employees of the Provider.
6. Jefferson County CCS staff and supervisor are to have access to specified provider employee personnel and training records. The County will be allowed access to recipient records for the purpose of monitoring and review.
7. CCS workers must meet training requirements according to standards. Providers will be responsible for documentation of qualifications of CCS workers. Training requirements are either forty hours of CCS training or 20 hours with six months equivalent work experience. Further training may be necessary under certain circumstances, as directed by the County CCS Supervisor.
8. Materials and equipment necessary for the delivery of CCS services will be supplied by the Provider.
9. The Provider will check criminal histories of their CCS workers prior to hire, and will not employ persons convicted of a crime related to the provision of services to vulnerable people.

10. CCS workers must complete timesheets documenting the types and duration of covered services, and will submit the timesheets to the Jefferson County Fiscal unit on a monthly basis, immediately following the end of each month, according to procedures as directed. Payments may be withheld if timesheets are not turned in, or if other documents are not properly maintained (i.e. background checks, training records).

D. SERVICE REQUIREMENTS

1. CCS services shall be provided upon written order of a CCS Case Manager or Supervisor.
 - o **"Comprehensive Community Services"** may include one or more of the following activities:
 - i. Recovery Planning
 - ii. Assessment
 - iii. Service Facilitation
 - iv. Communication and Interpersonal Skills Training
 - v. Medication Management
 - vi. Physical Health Care Monitoring
 - vii. Recovery Education
 - viii. Illness Management
 - ix. Employment Related Skill Training
 - x. Substance Abuse Treatment / Education / Counseling
 - xi. Diagnostic Evaluations and Specialized Assessments
 - xii. Individual or Group Counseling
 - xiii. Family Counseling
 - xiv. Money Management
 - xv. Activities of Daily Living
 - xvi. Respite Care
 - xvii. Supportive Home Care
 - xviii. Transportation
 - xix. Peer Support
 - xx. Mentoring
 - xxi. Leisure Skill Development
 - xxii. Crisis Intervention
 - xxiii. Parent Training
 - xxiv. Other activities if specifically directed by the assessing Case Manager or Supervisor
2. The types, methods, and amounts of CCS services to be provided will be determined via assessment performed by the Case Manager, Consumer and Recovery Team. The Provider is to cooperate with and perform duties as directed and as mutually agreed upon. CCS services will be performed under the supervision of the County Case Manager, CCS Supervisor and Deputy Director.

Signature of Provider

Administrative Services Division Manager, JCHS

Date of Signature

Date of Signature